BA 562 Managing Projects (3)
Concepts, Techniques, Practice
Spring 2014: Hybrid

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COURSE DESCRIPTION
Welcome to BA 562! This course focuses on a holistic approach to project management. The content deals with planning, scheduling, organizing, and managing projects - e.g., product development, construction, information systems, new business, and special events. A socio-technical perspective is applied in this class, which means that we will emphasize both the science (tools/techniques) and the art (culture/people) of project management. Primary class emphasis is on the project management process and tools. Managing projects is critical to business success, especially in today’s organizations. Mastery of key tools and concepts and of people and cultural influences will give you important skills to achieve personal and business success.

This course is a hybrid course meaning that, in addition to online assignments, testing and discussion, there will be two required class meetings.

Class Location:
Room 12181
12th floor of the Center for Healing and Health
OHSU campus

Class times:
• Thursday, April 17th, 6-8:50 pm and
• Thursday, May 22nd, 6-8:50 pm

COURSE OBJECTIVES
• Recognize, discuss and demonstrate concepts, techniques, and decision tools available to manage projects.

• Identify and practice critical behaviors for successfully managing projects.

• Demonstrate ability to use project management software.
RESOURCE MATERIALS

SOFTWARE: The official software for the class will be Microsoft Project 2013 for Windows.

Please make an effort to have access to either the 2010 or the 2013 version for this class. You must have access to a Windows operating system in order to run required software for this class.

Textbook: NOTE: For textbook accuracy, please always check the textbook list at the OSU Bookstore website (http://osubeaverstore.com/Academics/). Students can also click the OSU Beaver Store link associated with the BA 562 course information in the Ecampus schedule of classes for course textbook information and ordering.

LEARNING OUTCOMES
By the end of the BA 562 students will demonstrate ability to:
- construct a project scope statement and assess the priorities of a project
- create a work breakdown structure and responsibility matrix
- develop a network schedule for a project
- create a project network
- identify the critical path of project schedule
- resolve the impact resource constraints has on a project plan
- develop strategies for expediting project completion
- initiate action to manage project stakeholders
- interpret project performance indices
- use project management software

GRADING
Your grade for the course will be determined by satisfactory achievement of the following requirements:

Assignments 500
Examinations 350
On-line Participation 150
Total 1000

Final Grades:

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<th>Percentage</th>
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<tbody>
<tr>
<td>93.0% - 100%</td>
<td>A</td>
<td>73.0% - 76.9%</td>
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<td>90.0% - 92.9%</td>
<td>A-</td>
<td>70.0% - 72.9%</td>
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<td>87.0% - 89.9%</td>
<td>B+</td>
<td>67.0% - 69.9%</td>
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<td>83.0% - 86.9%</td>
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<td>63.0% - 66.9%</td>
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<td>60.0% - 62.9%</td>
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<td>77.0% - 79.9%</td>
<td>C+</td>
<td>Below 60.0%</td>
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*** +/- will be assigned at percentage boundaries at the discretion of the instructor.

Assignments (50%):
The course schedule, located in the “Start Here” folder on Blackboard, lists individual assignments which are due by midnight the following Monday. Some assignments are based on information found in the required text, and others focus on helping students learn how to use and interpret MS Project. MS Project is the required software for this course. If a trial version did not come with your
text, you will be given instructions on how to obtain the trial software in the first session. Tutorials for MS Project 2010 have been developed to help students learn the software and to assist in the completion of many assignments. These tutorials can be used in helping students using the 2013 version. The tutorials can be accessed by clicking on the MS Project Tutorials folder on Blackboard. While you may consult with each other, you are responsible for submitting your own work.

***Assignments received after Monday will be penalized. There is a 20% penalty for each day an assignment is late.

Each student will be allowed ONE late assignment without penalty. Use this wisely! If you are unable to turn in your work before midnight on Monday, you may have until midnight on Thursday to complete your work on one occasion during the term. Assignments received after this will receive a 0 and no other late assignments will be accepted without penalty.

On-line Participation (15%):
During the second week, students will be assigned to a group discussion forum. By clicking on the Group Pages tab on Blackboard, students will be able to access the discussion forum for their group. Here students are expected to make meaningful contributions on a regular basis to a variety of assigned topics and cases. To facilitate this process each individual will be asked to serve as discussion leader on one or more topics. Discussion leaders are expected to submit the first response and to promote group participation. All students will need to post their first response to the topic before midnight on Thursday in order to receive full credit for the initial post. This allows other group members to respond before the week is over. Beyond the initial post, students are asked to respond to other group members posts. “A” and “B” grades will be given to students who consistently post 3-4 times for each discussion topic. Each discussion topic will close the following Monday after midnight.

Quizzes/Examinations (35)%:
Two quizzes are scheduled during the course of the term. These will be administered during face-to-face meetings and will consist of multiple-choice, True/False, and problems. The final exam will consist of short essay questions and will be taken online during finals week.

Questions on the exam will be based on information given in the text, information given in class, assigned problems, and information given to you in videos.

OTHER COURSE INFORMATION

Sessions: Coursework is broken down into sessions, as shown in the class assignment schedule. After clicking on the Sessions folder on Blackboard, click on the session you want to work on. Each session will begin with the objectives of that session and the activities that need to be accomplished in order to complete the session.

Communication: Although this is a hybrid course, technology has given us resources to increase communication between the students and the instructor. You will be given the opportunity to use Go ToMeeting as communication tool in this course.

Academic Integrity: Academic dishonesty is not tolerated in any form. The instructor will enforce the University’s academic integrity rules to the fullest extent and this may result in a student receiving a failing grade for the course. For detail of the University’s policy of academic integrity, please refer to:

http://oregonstate.edu/admin/stucon/achon.htm.
Statement Regarding Students with Disabilities: Accommodations are collaborative efforts between students, faculty and Services for Students with Disabilities (SSD). Students with accommodations approved through SSD are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through SSD should contact SSD immediately at 737-4098.

Technical Assistance
If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the OSU Computer Helpdesk online.

Plagiarism
You are expected to submit your own work in all your assignments, postings to the discussion board, and other communications, and to clearly give credit to the work of others when you use it. Academic dishonesty will result in a grade of “F.” Link to Statement of Expectations for Student Conduct: http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_576/576_015.html

Students with Disabilities
Accommodations are collaborative efforts between students, faculty and Disability and Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 541-737-4098. http://ds.oregonstate.edu/home/index.php

Student Evaluation of Teaching
We encourage you to engage in the course evaluation process each term – online, of course. The evaluation form will be available toward the end of each term, and you will be sent instructions through ONID. You will login to “Student Online Services” to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted.